Technical support: 800.269.6888 • Customer Services: 888.777.4044

User Login

On the internet browser address bar, enter https://business.officedepot.com.

Enter your user Name/ID

Enter Password

Click Log in

"Keep Me Logged on"

Check this box to by-pass the login page and connect to your account without rekeying credentials.

Lost Login / Password assistance

Home

The landing page includes 2 tiles for messages to keep you informed. Just click Read More **to view details.**

Products

Shop for products by category.

Services

For Office Depot services such as:

Print and Copy, Coffee Services, PrintIQ, Shredding Services, Tech Services, Water Service, Workplace Interiors.

My Account

Manage profiles and account settings and if Super User manage User profiles.
My Shopping Lists

Search:
Type in product: description
Office Depot or manufacturer product codes.
Predictive search reduces keystrokes .

Quick Order
Enter product and quantity or click

+ Need to add more products?
to enter up to 20 items.
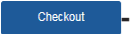
To view or change local store.

Store Near You

Building Your Order

Step 1   Logon to https://business.officedepot.com using the unique user id and password provided by your Office Depot representative.

Step 2   Combine any of the following tools to build you order:

– **Catalog:** Click a category from the Products ▾ **Navigation Bar** and select the category or sub-category to view products.

– **Search:** type item **Keyword** or **Item Number** and click **Search**. A summary of matching categories and the top ranking items will appear. Choose a category or brand, or go directly to an item. Results can be resorted by: Best Value (Contract), Price and relevance. To filter search results by characteristics such as brand, size, color etc, click the desired characteristic listed on the left-side tool bar.

– **Quick Order:** Enter the Office Depot, manufacturer, or custom product code numbers, then quantity and click Add to Cart. For multiple items click:
  + Need to add more products?
  Click the "**Show Images**" check box to view product images and details. Enter up to 20 items at once.

– **Shop from Personal or Company Wide Lists.** Click My Account ▾ then My Lists**.** To add an item to your shopping cart: enter the quantity desired, make sure the select box is checked, and then click Add to Cart. *Hint: If the shopping list quantities are preset to "0", simply click "Select all" and populate a quantity only on the desired items.*

– **To Order Drake Managed Print Paper**: Click on the Shopping Lists icon. Then type the word "Managed Print" in the Search Bar and click enter. Click on the Managed Print Paper List. Choose item(s) from the preferred list of paper provided by entering the quantity and adding to your shopping cart. All papers in the list are to have the FOAPAL 100000482070000206 used for those items. All other items you are to use your appropriate department budget FOAPAL number.

Step 3   View Cart Review your selections, view Office Depot recommended savings opportunities, share your cart with another user, save items for later, or add to custom shopping lists.

Step 4   Checkout **-** Review selected items and shipping address and accounting field requirements; modify as needed. If the order is released by 5:00 it will be processed for next available day delivery.

Checking Orders
Processing Returns
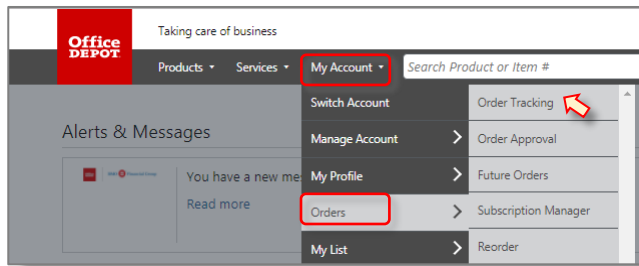
Under
My Account ▼ , select
Orders then
Order Tracking.

Under **Search By** drop box
select desired search
parameter
OR
Search by order status.

If order placed before previous
30 days, adjust date
parameters.

Search results are displayed in descending chronological order.

Click the Order Number to view
details of the order.

Home / My Account / Order List / **Order Detail**

Order Detail

Print This Page

Need Help? Talk with a Representative
• Email Assistance **Chat Now**
• FAQs

Order & Budget Information

Order Number:	899045552-001	Tracking:	899045552-001
Order Date:	12/12/2017	Status:	Delivered
Ordered By:	MATTAPPV3	Shipped Date:	View Carton Details and Proof of Delivery
Last Modified By:	21217836MS		
Last Modified On:	12/12/2017	Delivery Date/Time:	N/A
		Comments:	

Shipping Information

Shipping Address:

OFFICE DEPOT TEST
ACCOUNT
950 BRECKENRIDGE LN
STE 220
LOUISVILLE,
KY
40207-5929
USA

Billing Information

Billing Contact:

MATT SWIFT APPV
(555)555-5555Ext.0000

Payment Method:

Credit Card
Credit Card Number:
****
Amount:$18.00

PO Number
TEST

Cost Center
TEST

Release
TEST

Workflow Status

Status	Details	Comments
Order Cancelled By	MATT USER	*OVERRIDE - Order was cancelled

Order Summary

Hide Images

Description	Your Price / Unit	Quantity	Back Ordered B/O	Shipped	Total	Reorder Price / Unit	Reorder Qty.	Deselect all ☑
uni-ball® Rollerball™ Micro Point, 0.5 mm, 80% Recycled Pens, Black Barrel, Red Ink, Pack Of 12 Item # 149781 » Not on GSA Contract » BEST VALUE Eco-conscious Recycled content	$6.99 / dozen	1	0	0	$6.99	$6.99 / dozen	1	☑

REVIEW THIS PRODUCT

Comments:

Subtotal:	$6.99
Delivery Fee:	$9.99
Adjustments:	$0.00
Taxes:	$1.02
Total:	**$18.00**

My Account
Print Order
Email Us
Back to Order Tracking

View Search Results | Begin Return | ADD TO LIST

All selected items will be added to your shopping cart. REORDER ▶

Shows the full detail including:
Order Number
Delivery Status
Tracking information
Order Originator
Last modifier user ids.

Shipping address and all required filling data such as P.O. Cost Center etc. Indication of method of payment.

All details of the order including, Quantity shipped, Product description and links to product detail, item icons such as Contract, Best Value and product restriction status.

Click Begin Return and follow the simple step by step instruction for returning your unneeded items.

ADD TO LIST To place items into a custom shopping lists shopping list.

REORDER ▶ To create a new order with the same items.